

Chapter 7

Project Reports

7.1 GENERAL

This chapter contains information about the project reports that must be submitted to the Office of Traffic Safety (OTS). These reports include the Quarterly Performance Report (QPR), Quarterly Evaluation Data Form (Schedule C), Final Report, and Executive Summary. For each report there is an explanation of why it is required, what information must be provided, what formatting should be used, and when the report is due to OTS. Provided at the end of this chapter is a quick reference timetable that shows the due dates for all these reports plus claim invoices.

7.2 QUARTERLY PERFORMANCE REPORT (QPR)

The QPR should be a thorough report on project activities conducted during each quarter, as it is the main source of information used to determine project success and commitment. In addition, the information and data provided in this report is incorporated into the “Annual Performance Report” submitted by OTS to National Highway Traffic Safety Administration (NHTSA), Federal Highway Administration (FHWA), and the State Legislature. It is therefore critical that the QPR contain the following:

- Description of activities conducted to achieve goals and objectives
- Relationship of these activities to the project phase or time schedule
- Current and project-to-date report on progress for each goal and objective
- Comprehensive explanation of any challenges/difficulties/delays
- Anticipated effect of delays on total project cost and time schedule
- Detailed plan of action to correct any deficiencies in meeting goals and objectives
- Report of current and year-to-date program income received and expended

Note: Your Regional Coordinator will provide additional QPR format requirements and forms at the “pre-operational” meeting. Pre-operational meetings are typically scheduled within the first 75 days of the grant period.

7.3 QPR DUE DATES

One copy of the QPR must be provided to OTS, no later than 30 days after the end of each quarter or partial quarter that the grant is active (i.e., no later than January 30, April 30, July 30, and October 30, of each year of project activity). Please do not mail the QPR and claim together. Also, be sure to include your agency name, project name, project number, OTS Regional Coordinator’s name, and the quarter being reported on in the form of a cover page for each QPR.

- (a) The initial QPR for a new project is required on the first due date shown above which follows the effective start date of the project. This may result in the first report covering less than a full quarter period.

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- (b) A final QPR is required for any portion of activity occurring during the final quarter of project operations and may also cover less than a full quarter. Your Regional Coordinator may waive the requirement for this last report, unless it falls within the July-September reporting period.

Note: Failure to submit QPRs on time may result in the withholding or disallowance of grant payments, the reduction or termination of grant funds, and/or the denial of future grant funding (Chapter 3, Section 3.9.1).

7.4 QUARTERLY EVALUATION DATA FORM - SCHEDULE C

Most grantees must complete a Quarterly Evaluation Data Form, Schedule C (EXHIBIT 1-A). The calendar base year will be determined in discussions with your OTS Regional Coordinator. Your OTS Regional Coordinator will define the appropriate Schedule C data elements. The calendar base year data must be compiled from the grantee's internal records and reports.

- (a) The applicable Schedule C calendar base year data elements must reconcile to the corresponding goals and objectives in the "Performance Measures" section in Schedule A of the Project Agreement.
- (b) Each calendar quarter, grantees are required to submit a timely and correct Schedule C with the narrative QPR no later than 30 days following the end of each calendar quarter. Grantees must use their own internal collision records and reports to complete the Schedule C.
- (c) Failure to submit a timely and correct Schedule C will result in the withholding or disallowance of grant payments, the reduction or termination of grant funds, and/or the denial of future grant funding (Chapter 3, Section 3.9).

7.5 FINAL REPORT

One copy of a Final Report of project accomplishments must be submitted to OTS not later than 60 days following the termination date of the project. The Final Report is used to:

- Determine project impact in reducing or solving identified traffic safety problem
- Determine project contribution to applicant's/California's Traffic Safety Program
- Evaluate benefits derived in relation to costs incurred
- Assist other agencies with similar program deficiencies

The Final Report should be creative and resourceful. The Final Report must include, but is not limited to, the following factors:

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- (a) Credits - “This project is a part of the California Traffic Safety Program and was made possible through the support of the California Office of Traffic Safety, and the National Highway Traffic Safety Administration.”
- (b) Disclaimer - “The opinions, findings, and conclusions expressed in this publication are those of the authors and not necessarily those of the State of California Business Transportation and Housing Agency, or the National Highway Traffic Safety Administration.”
- (c) Project Personnel - Identify the key personnel who worked on the project together with their job classifications and give a brief description of their contribution.
- (d) Goals and Objectives - Restate the objectives of the project as identified in the project agreement. This will allow analysis of the report as a self-contained document and will aid other agencies in defining their deficiencies.
- (e) Methodology - Describe in detail how the project was implemented. This description should speak specifically on how each task identified in the project agreement was accomplished. This will be helpful to other agencies that may desire assistance in the same program area. OTS can use the methodology description to develop cost ratios for work performed and to develop an outline for implementing similar projects with maximum benefits.
- (f) Problems - Describe any operational or cost problems that were encountered in project implementation. If known, state alternate methods that would have avoided the problem and increased the effectiveness of the project. This information will assist other agencies in avoiding the same problems.
- (g) Results - Describe in detail the results of the project in terms of meeting each original goal and objective. Also describe the results in terms of how they will be specifically applied for future improvement of the agency’s continuing traffic safety program. Where possible, describe estimated savings resulting from implementing project results. Describe how equipment purchased under the grant was utilized in accomplishing the objectives.
- (h) Implementation Schedule - Outline the actual and/or planned schedule for implementation of the project results, recommendations or countermeasures. Include the amounts budgeted for immediate implementation or the estimated fiscal requirements for future plans.
- (i) Documentation - Include as a part of the Final Report, input and output documents developed. Examples are: new or revised forms, diagrams, management reports, photos, coding manuals, instructional manuals, etc. Other agencies may be able to adapt this material for their benefit. If applicable a Quarterly Evaluation Data Form, Schedule C (OTS-38g), must be submitted for the entire life of the project.

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Note: The 60-day grace period for the submission of the Final Report is not authorization for reimbursement of costs incurred after the project end date. Costs, recorded as expense after the project end date, are not allowable. Failure to submit the Final Report within 60 days may result in loss of grant funds (Chapter 3, Section 3.9).

7.6 EXECUTIVE SUMMARY

The Executive Summary is a maximum two-page project summary that is not attached to but submitted with the Final Report. A sample Executive Summary may be obtained from your Regional Coordinator. This document includes:

- Problem Identification
- Goals and Objectives
- Strategies and Activities
- Major Goal and Objective Results
- Funding, Contact Person, Address and Phone Number

Noteworthy Executive Summaries will be submitted to NHTSA for publication in the “Traffic Safety Digest” and will be eligible to receive a recognition award at the OTS Traffic Safety Summit.

7.7 REPORTING AND CLAIMS TIMETABLE

The following is a quick reference timetable indicating the due dates for all reports and claim invoices:

Quarter	Due Date	PROJECT RELATED REPORTS REQUIRED				
		QPR	Schedule C (If applicable)	Claim Invoices	Final Claim Invoice	Final Report/Executive Summary
Jan 1 – Mar 31	April 30	X	X	X		
Apr 1 – June 30	July 30	X	X	X		
July 1 – Sept 30	October 30	X	X	X		
Oct 1 – Dec 31	January 30	X	X	X		
30 days after project end date					X	
60 days after project end date			X			X